

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-033

CLASSIFICATION TITLE Senior Management Auditor	OFFICE/BRANCH Audits	LOCATION Sacramento
WORKING TITLE Audit Manager	POSITION NUMBER 311-001-4161-001	EFFECTIVE 7/1/18

GENERAL STATEMENT:

Under the general direction of the Chief Auditor, the Senior Management Auditor is responsible for planning and directing a variety of complex technical and fiscal audits, reviews and evaluations of the management functions of the Authority. The audits, reviews and evaluations managed by the Senior Management Auditor assist the Chief Auditor and the Board in ensuring that policies, programs, and practices of the Authority are in compliance with laws, regulations and appropriate management practices.

TYPICAL DUTIES:

All work is to be accomplished in accordance with State and federal rules, regulations, and guidelines, Generally Accepted Governmental Audit Standards (GAGAS), and the International Standards for the Professional Practice of Internal Auditing (ISPPIA).

Percentage Job Description
Essential (E)/Marginal (M)

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| 50% (E) | Plans, directs, and manages an audit team in conducting in-depth audits and reviews of the Authority to ensure that systems of administrative and operational controls, and contracts comply with accepted internal control standards and function to safeguard Authority resources. Audit teams will evaluate the Authority's processes, review accounts, records and reports of Authority operations and evaluate their compliance. Makes recommendations to the executive staff for revising and modifying operational procedures to ensure that effective internal controls are in place. |
| 20% (E) | Performs the most complex research on a variety of subjects relevant to the operation of the Authority. Work cooperatively and effectively with management and other State agencies top level managers. Management functions (including review and approval of travel claims and timesheets, staff meetings, continuous improvement and performance excellence meetings, training, and Performance Appraisals). |
| 20% (E) | Conducts reviews and evaluations to examine organizational policies and procedures for efficiency and effectiveness to ensure that programs are accomplishing stated objectives, goals, and outcomes. |
| 10% (E) | Acts as an independent fiscal, performance and compliance reviewer for the executive staff of the Authority. Performs reviews of plans, programs and activities of the Authority's operations to ensure that statutory and regulatory provisions requiring adherence to specific guidelines and documentation are met. |

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SUPERVISION EXERCISED OVER OTHERS:

The position will supervise Staff Services Management Auditors, Associate Management Auditors, and Staff Management Auditors (Specialist).

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles and practices of organizational management, accounting, and auditing; elementary statistics; organization and management in the public and private sector, current trends, and problems in governmental management; principles of electronic data processing, the uniform accounting system, and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial and program management activities; principles and techniques of personnel management and supervision; methods of auditing through electronic data processing systems; applications of probability sampling to auditing; program budgeting; organization and management of a broad range of State agencies; group leadership techniques; program planning and evaluation; Department's Equal Employment Opportunity objectives; a manager's role in Equal Employment Opportunity and the processes available to meet affirmative action objectives.

Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government; conduct financial and management duties of a variety of State agencies, governmental jurisdictions, and other entities; make investigations of accounting and financial organization procedures and problems; communicate effectively; and analyze data and take effective action; plan, organize, and direct the work of a small group of auditors engaged in management audits, assume responsibility for complex audit studies and understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies; plan, organize, and direct the work of a staff engaged in a variety of complex, technical, management audits; work effectively with top level managers of State agencies and other organizations and understanding of and effectiveness in carrying out State and departmental equal employment opportunity and affirmative action policies.

Plan and organize complex and technical audits and assume responsibility for conducting complex audit research; work effectively with top level managers of State agencies and other organizations;

DESIRABLE QUALIFICATIONS:

- Understanding of program planning and evaluation;
- Knowledge of Governmental Auditing Standards (Yellow Book), Internal Auditing Standards (Red Book) and other appropriate standards used in performing financial, compliance, and performance audits and reviews of government programs;
- Knowledge of Code of Federal Regulations Title 48, Part 31, and Title 49, Part 18;
- Knowledge of organization and management of State government and agencies,
- Knowledge of group leadership techniques, program planning and evaluation;
- Knowledge of generally accepted auditing techniques including performance, financial, and compliance auditing; and methods of auditing through information technology systems.
- Knowledge of internal control and risk assessment concepts;
- Knowledge of contracting laws, regulations, and practices;
- Knowledge of invoicing and billing systems and practices;
- Experience as part of a management team;
- Knowledge of California general obligation bond principles and practices;

- Ability to work together as a team.
- Ability to effectively communicate to groups and individuals on technical issues;
- Ability to plan, analyze, and translate technical results into oral or written format understandable for non-auditors;
- Ability to understand and apply fundamental statistical and sampling methods;
- Ability to assimilate and evaluate technical and procedural input from various sources;
- Ability to develop alternative courses of action and make objective recommendations.
- Membership in a professional audit organization such as the Institute of Internal Auditors, American Institute of Certified Public Accountants, etc.

SPECIAL PERSONAL CHARACTERISTICS:

Ability to qualify for a fidelity bond

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors may have a significant impact on the internal and external operations of the Authority. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties.

PUBLIC AND INTERNAL CONTACTS:

Maintain professional external working relationships with contractors, local government staff, outside entities and private consultants as well as with the Authority Board of Directors, Executive Management, and other Authority personnel.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Develop and maintain cooperative working relationships with staff, peers, and management. Must deal effectively with pressure; maintain focus and intensity; remain optimistic and persistent, even under adversity. Create and maintain a work environment that encourages creative thinking and innovation. Enable others to acquire the tools and support they need to perform well. Develop new insights into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture, which encourages others to provide the quality of service essential to high performance. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect. Adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT:

Employee will work in an office environment, but may be required to travel throughout the state to meet with stakeholders or to attend meetings and conferences.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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